

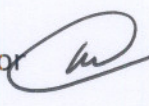


South Carolina  
Department of Education

Together, we can.

## MEMORANDUM

**TO:** District Superintendents

**FROM:** A. Len Richardson, Director   
Office of Finance

**DATE:** May 12, 2009

**RE:** FY 2009 Grant Expenditure Reports

As a reminder, the due date for submission of final expenditure reports for state and EIA projects is July 6, 2009. It is a requirement for all state and EIA grants that have a project number that a claim be submitted in order to receive reimbursement. A percentage of each grant has been sequestered this fiscal year. This amount varies from 10 percent to 20 percent of the award amount depending on the program and when the award was issued. The Office of Finance will determine at fiscal year-end what the final sequestered percentage will be, based on availability of funds.

The due date for final claims on federal projects is August 14, 2009. This date applies to most federal projects. However, each federal grant has different requirements and some have different project end dates. If your grant award has an earlier date for these expenditure reports, that date is the deadline that must be met. If your grant award has a later date for a final expenditure report, we still need to receive an expenditure report for your expenditures as of June 30<sup>th</sup> submitted by August 14. This would not have to be a final report. The final report can be submitted on the appropriate date. An example would be your Title I project. Final expenditure reports are due by September 30<sup>th</sup>, but our office will need to receive an expenditure report for expenses incurred as of June 30<sup>th</sup> by the August 14<sup>th</sup> deadline. This enables us to run more complete payment-to-county and project master reports for your auditors and to prepare more accurate year-end closing packages.

We will do everything possible to make sure that you do not lose any funds as a result of these cut-off dates. If you have any questions or need additional information, please call Susan Flanagan at (803) 734-8488.

pc: SCASBO